



**DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FT BRAGG  
2175 REILLY ROAD, STOP A  
FORT BRAGG NORTH CAROLINA 28310-5000**

IMSE-BRG-HRM -B

14 March 2007

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy for Submitting Reevaluations

1. All Promotion Reevaluations must be completed IAW AR 600-8-19, Chapter 3, Section VI, Rule 3-18b. Soldiers may request administrative or total reevaluation by means of written memorandum.
2. The commander will sign a memorandum recommending approval or disapproval. Additionally the commander may increase or decrease the duty performance points. The memorandum must include the statement "no change to duty performance points" or "the updated duty performance points are \_\_\_\_". It must also include current APFT and Weapons card (Certified True Copies), and all other promotion point source documents to award or adjust points that are not currently reflected on the soldiers Enlisted Record Brief (ERB).
3. The following documents must be turned in with all Promotion Worksheet Reevaluations:
  - a. Updated Promotion Point Worksheet (DA Form 3355)
  - b. Current Enlisted Record Brief (ERB)
  - c. Reevaluation Memorandum signed by the Commander (sample attached)
  - d. Additional source documents used to award promotion points.
4. The following documents will be listed as enclosures to all memorandums submitted for reevaluation:
  - a. APFT Score Card (DA Form 705) – must be Certified True Copy
  - b. Weapons Score Card - must be Certified True Copy
  - c. A current Jump Log – must be Certified True Copy (if applicable)
  - d. Hazardous Duty Orders published by current unit (if applicable)
  - e. Documents to award points not currently reflected on the ERB
5. Required reevaluations that are not submitted to the Promotion Work Center will be automatically processed as a point adjustment. A memorandum explaining the details of the point adjustment will be sent out to the unit.

IMSE-BRG-HRM -B

SUBJECT: Policy for Submitting Reevaluations

6. The point of contact for this action is Mrs. Laurie C. Baty at 910-396-8959 or email:  
Laurie.C.Baty@us.army.mil.

2 Encls

1. Sample Memorandum
2. Excerpt from AR 600-8-19, Section VI



LAURIE L. MARKS

Chief, Personnel Services Branch

DISTRIBUTION:

WOMACK

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**SAMPLE**

**YOUR UNIT LETTERHEAD**

**DEPARTMENT OF THE ARMY  
FORT BRAGG, NORTH CAROLINA 28310**

REPLY TO  
ATTENTION OF:

**YOUR OFFICE SYMBOL**

**Today's Date**

**MEMORANDUM FOR Installation Management Agency, IMSE-BRG-HRM-B, ATTN:  
Promotion Work Center, 2175 Reilly Road, Stop A, Fort Bragg, NC 28310**

**SUBJECT: Request for Reevaluation for SPC Smith, John A. 123-45-6789, 91D**

1. SPC Smith, John A. 123-45-6789 is requesting a reevaluation based on the following documents:

- a. Degree completion at 120 semester hours
- b. Current weapons card – Score 298
- c. Warrior Leadership Course – Commandant's List

2. SPC Smith's duty performance points will remain the same, 145.

3. The point of contact for this action is SFC Johnson, Don A. 910-123-4567 or email:  
[don.johnson@us.army.mil](mailto:don.johnson@us.army.mil).

3 Encls

1. Degree completion
2. Certified Weapons Card
3. Warrior Leadership Course - DA 1059

**ANDREW JACKSON  
CPT, AD  
Commanding**

**Table 3-7**  
**Processing results of a promotion board—Continued**

Step	Work center	Required action
9	Soldier	Verify accuracy of recommended list (SSN, RMOS, points and points date), if all information is correct, initial report. If information is incorrect, immediately inform BN HR for error resolution.
10	BN HR	Coordinates with PROM to resolve all discrepancies.

### **3-17. DA directed promotion list integration to sergeant**

a. Each month, Active Army SPCs and CPLs in all MOSs who meet the following criteria will be automatically integrated onto the promotion standing list, provided they are otherwise eligible for promotion consideration despite lacking the actual promotion board appearance:

- (1) 46 months TIS (to become eligible for promotion at 48 months).
- (2) 10 months TIG (to become eligible for promotion at 12 months).
- (3) Otherwise not ineligible in accordance with this regulation.
- (4) Not otherwise denied by the CDR.

b. If the CDR determines that a promotion is to be denied, the unit CDR will take action to deny list integration prior to the 15<sup>th</sup> of the month the Soldier's name is identified for list integration. Failure to deny integration by the 15<sup>th</sup> of the month the Soldier attains eligibility will result in the Soldier being integrated onto the promotion standing list. All Soldiers denied list integration will be counseled, in writing, in accordance with the provisions of paragraph 1-26.

c. All Soldiers automatically integrated onto the SGT recommended list will—

- (1) Not have a DA Form 3355.
- (2) Have a current APFT and weapons qualification or exception.
- (3) Receive the minimum promotion score (350 points).
- (4) Not be eligible for recomputations.
- (5) Not be awarded additional points based on the Airborne Promotion Advantage.

d. Soldiers added to the recommended list under this paragraph who desire to receive promotion points based on their actual accomplishments, in accordance with the procedures outlined in this chapter, must be recommended by their chain of command. Soldiers choosing to appear before a promotion board after automatic list integration will follow the procedures for total reevaluation.

e. After board appearance, if the Soldier does not have the minimum points (fewer than 350) required to stay on the standing list but was recommended by the promotion board and the Soldier was automatic list integrated, the Soldier will remain on the list with 350 points. To add any points, the Soldier must reappear before a promotion board.

f. Soldiers appearing before a promotion board but not recommended for promotion, regardless of whether they were automatic list integrated, will be removed from the promotion standing list and must reappear before a promotion board to regain promotable status.

## **Section VI**

### **Task: Processing Promotion Point Reevaluations**

#### **3-18. Rules**

a. There are two processes for evaluation: Administrative reevaluations and total reevaluations.

- (1) A Soldier who adds 20 or more new points as indicated below is considered an administrative reevaluation.
- (2) A request to appear before a new promotion board with the criteria listed below is considered a total reevaluation.

b. Soldiers may request administrative or total reevaluation by means of a written memorandum. Soldiers must submit their request within a reasonable amount of time to allow the promotion chain of command sufficient time to process the action.

c. Rules for an administrative reevaluation include the following:

- (1) Soldiers who believe they have increased (through self achievement or awards) their latest promotion score by 20 points or more (DA Form 3355, Section A, Item 1, and Section B) may request an administrative reevaluation at any time. Soldier must be in a promotable status.
- (2) CDR will sign a memorandum recommending approval or disapproval. Additionally the CDR may increase or decrease the duty performance points.
- (3) An administrative reevaluation is simply a recalculation of the administrative points (DA Form 3355, Sections A and B) by the PROM.

(4) Prior to adding new promotion points based on an administrative reevaluation, the promotion clerk will complete a total review of the DA Form 3355 and increase or decrease the military training and duty performance points, if applicable, and remove erroneous and outdated points. The adjusted score will be the score that the Soldier must use to

add the new points to. The promotion work center will evaluate the new promotion points and those on the most recent DA Form 3355.

(5) If the administrative reevaluation results in a promotion point increase of 20 or more points over the adjusted score, the PROM will change the Soldier's score and enter the Soldier's new score on the current DA Form 3355 and appropriate database. Each new entry will be annotated with the reevaluation date.

(6) The date the reevaluation occurs is the effective month for the adjusted promotion points.

d. Rules for a total reevaluation are as follows:

(1) A total reevaluation includes the entire process: the CDR's recommendation, promotion board appearance, and administrative points. A new DA Form 3355 will be filled out to calculate promotion points conducted pursuant to a request for a total reevaluation.

(2) The results of a total reevaluation take the place of the previous reevaluation regardless of outcome including Soldiers not recommended by the board during the total reevaluation, or who fail to achieve enough points to attain promotion list status. Soldiers who fail to achieve enough points or are not recommended by the board, will be removed from the current list immediately.

(3) The Soldier's application for a total reevaluation must contain the following statement: I understand that I may lose points and that the results of this reevaluation will take precedence over my current promotion list standing. Additionally, I understand that if the board does not recommend me for promotion or if I do not obtain the minimum required promotion points to maintain promotion list status, I will be immediately removed from the recommended list. This statement will be attached as a separate continuation document to the DA Form 3355; document must be signed by the Soldier and becomes a permanent part of the promotion packet.

(4) The reevaluation date for a total reevaluation will be the date the promotion authority approves the promotion board proceedings.

e. Promotion scores achieved through the reevaluation process are effective for promotion on the first day of the second month following the date the new score is entered into the automated system. A Soldier will not be removed from the current promotion standing list when a decision to pursue a total reevaluation is made. The Soldier remains competitive for promotion using the existing promotion score until the new score is effective.

f. Gaining CDRs of transit Soldiers may elect to award duty performance points or use the previous CDR's evaluation.

g. The PROM will provide the Soldier with a copy of the completed action (DA Form 3355) and computer generated report reflecting the new score and date.

### 3-19. Steps

The steps for processing promotion point reevaluation are listed in table 3-8.

Table 3-8 Processing promotion point reevaluation and total reevaluation		
Step	Work center	Required action
1	Soldier	Soldier must ensure that his or her record is updated prior to requesting a reevaluation/total reevaluation. Request appropriate promotion action.
2	Soldier/Unit	No later than the 10 <sup>th</sup> of the requested month, provide BN HR the necessary documentation to be considered during the reevaluation/total reevaluation process. This includes a memorandum signed by the unit CDR. The memorandum must include the statement no change to duty performance points or the updated duty performance points are _____. Also, it must include the current APFT and Weapons score/date, and all other promotion point source documents to be included as part of the request that are not reflected on the Soldiers ERB.
3	BN HR	For an administrative reevaluation/adjustment continue with step 4 below. For a total reevaluation, follow the steps in table 3-6, and ensure the statement in paragraph 3-19d(3) is attached to the DA Form 3355.
4	BN HR/Soldier	BN HR will prepare DA Form 3355 and print a copy of the Soldiers ERB. Soldier and HR specialist will review the DA Form 3355 to ensure that all points for documents submitted are accurately awarded. Print DA Form 3355 and attach ERB, reevaluation memorandum, and additional source documents used to award promotion points. Forward to BN senior HR specialist for verification in Section C(2) of the DA Form 3355. BN HR will forward all documents to the PROM no later than the 20 <sup>th</sup> of the requested month. Retain a copy in Soldiers file for reference and give a copy to the Soldier.